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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #12
15 March - 21 March 1956

DATE: 22 March 1956

1. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Basic Orientation

(1) Staff members received briefing in FI/RI on Monday, 19 March, and in OCR on Tuesday, 20 March. Those in attendance were [REDACTED]

(2) [REDACTED] will begin the World Communism Course on Monday, 26 March.

b. Clerical Training

(1) The special class in Mathematics, for ORR, ended on 16 March. According to the group, the basic elements of mathematics covered were directly applicable to the work in their respective offices, indicating that the course was effective.

(2) During the week of 13 March there were 37 people enrolled in Clerical Induction Training, and 19 enrolled in Clerical Orientation.

c. Orientation and Briefing

(1) The CIA Introduction was conducted on 15 March for an audience of 80 CIA employees, including 23 from DD/I; 12 from DD/P; 43 from DD/S; and 2 from DCI.

(2) On Tuesday, 13 March, the Eighteenth CIA Review was held, with 21 in attendance.

(3) The Chief, OB, conducted a special program for sixteen Junior Foreign Service Officers of the Department of State. Requests for such programs, handled separately, will probably be received on a recurrent basis from the Department of State.

(4) At the request of Mr. Amory, DD/I, the Chief, OB, assisted [REDACTED]

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. [REDACTED] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S [REDACTED] RET. JUST. 22
NEXT REV DATE 09 REV DATE 14-12-79 REVIEWER [REDACTED] TYPE DOC. 02
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REV CLASS C REV COORD. [REDACTED] AUTH: HR 70-3

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(5) Enrollment for the next Departmental Briefing has reached one of the highest totals to date, an anticipated audience of 72 persons.

d. Administrative Training

(1) A letter was submitted to [] Chief of the JOT Program, requesting the services of a Junior Officer Trainee to work on the Hungarian phase of the new case.

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(2) [] has completed the first draft of the [] [] It is being read by staff members, and will be taken to several experienced case officers, including Logistics officers, for review.

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(3) [] presented lectures in the Basic Orientation course this week.

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(4) A special electric bolt lock has been requested for the vault door. This would enable the staff to control the vault door during the day from Room 149, and eliminate the need for running the combination whenever the vault must be entered.

e. Management Training

(1) Basic Supervision #16 ended on Friday, 16 March, with 18 students. This was the third week in a row during which two courses were running simultaneously under the Management Training staff.

(2) Basic Supervision #17, the Supervision Course designed for senior analysts and for group leaders GS-12 - GS-14, began on 19 March. of the sixteen students enrolled, eight are from the DD/I; three from DD/S; and five from DD/P.

(3) OSI has made a definite request for a Management Conference like the one presented at [] For ORR. [] met with Dr. [] AD/SI, and [] C/FSA, on Friday, 16 March. A tentative list of participants was agreed upon, including the AD/SI; and the dates 21 - 25 May were set, subject to OTR's ability to accommodate this group at that time. One representative each from ORR, OCR, and the Office of the DD/I are to be invited in addition to a maximum of 13 OSI top level personnel.

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